West Lulworth Village Hall –User Guide

Emergency Phone Numbers – 20p in the payphone unless specified

Chairman - 01929 400443
Secretary - 01929 400360
Treasurer - 01929 400321
Bookings - 01929 406178
Emergency Services - 999 (free-phone)
Electricity - 08000 72 72 82
Water - 0845 6004600
Community Police - 07825 521910
NHS Direct - 0845 4647

Hirer's Responsibilities – a brief summary

Keep Hall & grounds safe and free from damage and pay for any damages incurred.
Supervise the behaviour of all persons using the Hall.
Obtain any licences needed for alcohol or music.
Comply with Local Authority, Health & Safety and Fire regulations.
Inform the hall committee of any cancellations and cover costs if necessary.
No Blu-tack or sticky tape may be used on the plaster walls.
The water boiler in the kitchen must be emptied.
The fridge must be turned off and the door left ajar.
All lights and heating must be turned off. Please use the foyer delayed light correctly.
All windows and inside doors must be closed and outside doors locked.
Please leave the Hall and rooms set up properly. See 'Table and Chairs' below.
All bags of rubbish must be removed from the site as we do not have a garbage collection.
Leave the premises & surroundings in a clean and tidy state ready for the next hirer.

Any Problems?

In the following pages, we attempt to answer the questions you might have if you are a new user of our Village Hall.

If you still have a problem with equipment or documentation, please phone one of our 'Emergency Contact Numbers'

Audio System

Audio Mixer

The mixer has four input channels and stereo (left and right) outputs. The inputs each have a volume control (blue knob) and a balance control ('panpot' – yellow knob). Each input channel has two connectors, one 6.35mm Jack socket for connecting microphones and one RCA (phono) socket for connecting other audio devices. Is it best to only use one of these input sockets per channel. The Master volume control (red knob) controls the overall volume level for all channels. There are also two switches, Power which should be left On (the mixer turns off when mains power is turned off) and Stereo/Mono which should normally be in Stereo mode.

Current configuration

The microphone is plugged in to Channel 1 using a Jack plug. Normally the balance control for Channel 1 should be in the middle.
Channel 2 is un-used. The radio-mic could be connected here. If it is, turn the blue volume knob for Channel 2 up full and use the two volume knobs on the radio mic receiver box to adjust the volume of each mic.
Channels 3 and 4 have the CD/DVD player connected. The left output goes to Channel 3, and the right output goes to Channel 4. The balance knob for Channel 3 is set to Left and the balance for Channel 4 set to Right. This makes the stereo work correctly.
When adjusting the blue volume controls for Channels 3 and 4 should both be set to the same position.
If unsure, start off with the blue volume controls set to the middle for the device/s which are to be used, as well as the red master volume control set to the middle. This shouldn't be too loud or too quiet, and then can be adjust as needed.
The two outputs are connected to a dual RCA to XLR cable, then two XLR cables go upstairs to the loft where they connect to two XLR to Jack cables which take the signal to the 'hall' mixer.

Booking & Payment

All bookings must be made through the Bookings Officers
You must provide a contact telephone & address, and you must agree to accept the Standard Conditions of Hire which can be read on the website.
You can also download an invoice from this website.
Payment should be made promptly to the treasurer (**not** to the Bookings Officers):
Mike Halsall, Lulcote, Sunnyside, West Lulworth, Dorset, BH20 5RT
by cheque payable to West Lulworth Village Hall.
If a receipt is required outside West Lulworth, please enclose a stamped addressed envelope.
Standard conditions of hiring are on the notice board. If you hire the Hall, you will be deemed to have accepted these conditions.

Departure

Cleaning: the Hall should be left in a fit state for the next hirer. Our caretaker comes in only a couple of times a week, so we do rely on you to keep our hire costs down.

Garbage: please remove all rubbish from site. We keep our hire charges down this way. There should be some small bags in a drawer in the kitchen, for big events you'll need to supply your own.

Furniture: please put all chairs & tables back where they belong – see 'Tables & Chairs'

Kitchen: see 'Kitchen Equipment' for how to leave everything.

Doors: all fire doors should be closed, not wedged open.

Lights & Locks: see 'Lights' and 'Locks' sections of this user-guide.

Fire Alarm

In the event of a real fire, the correct procedures must be followed.
If you get a false alarm, the bell may be turned off by opening the box on the wall near the kitchen door. The key is stuck on top of the box with blu-tack.

Fire Regulations

The law states that you, the Hirer, are temporarily the "Responsible Person" for fire safety. The relevant fire regulations are to be found on the main notice board in the foyer and on the website. Please make sure that you understand them.

Grounds

The grassy slopes around the hall are quite steep and there are considerable drops onto hard surfaces at the lower edges.
Please supervise children and do not allow them to play in these areas.
Keep children away from the Oil Tank Installation.

Hearing Loop

This is to help hearing aid users at talks and discussions.
Switch on at the 3-pin plug marked LOOP on the left hand side of the stage.
Hearing aid users should switch to T or MT.

Heating

Hot water is provided automatically, but will run out if you are too extravagant!
A background level of space heating is maintained automatically. In cold weather, this may be augmented by inserting & turning the 'heating' key in the locks near the entrances to the main hall & the meetings room. The key must be left in for as long as heating is required. Please help us to reduce costs & CO_2 emissions by turning the heating off as soon as you don't need it any more.

Insurance

The Village Hall insurance policy does not cover items owned by users of the Hall, unless agreed with the Committee and stated on the Policy.

Kitchen Equipment

Crockery, cutlery & glasses: the hall has matching crockery stored in the kitchen. This includes 125 place settings (cup, saucer, side plate, dinner plate) and approximately 100 knives, forks and spoons. A small collection of glasses is stored in the kitchen. Extra glasses will be found in a marked cupboard in the store room.

Water Boiler: please empty after use.

Cooker: please clean thoroughly if you use it.

Fridge: the on/off switch is on the wall. Take all your food away, leave it clean, switch it off, and leave the door open so it doesn't get mouldy.

Cleaning equipment: brushes, vacuum etc are in the cupboard in the kitchen for you to clean up before you leave.

Ladders

Ladders are kept on the stage for use only by safety-aware persons in support of drama groups.

Lighting

Main Hall: two sets of five overhead lights are controlled by switches at the entrance from the foyer. The up lighters (for slide shows etc. where a low level of lighting is required) are operated by a push-button at the entrance – on/off by pushing, brightness by rotating.

Stage: stage stairs are separately illuminated, the switch being to the right of the door opening at the bottom of the steps. The stage performance lighting is for authorised use only.

Meetings Room: two switches each operate half the lights.

Foyer: switches are by the front door. Two of these control the outside sensor lights and are sellotaped 'on'. When leaving the Hall in the dark, the delayed action push button switch should be pressed and the foyer switch must then be turned off. This allows about 5 minutes of foyer illumination for an orderly departure.

Locks & Gate

You will normally have received 3 keys, one for the gate, one for the front door, and one for the heating. We recommend that when you open the gate you hook the padlock over the retaining post, but do not lock it. For the use of the heating key, see 'Heating'.

Loft

Authorised personnel only are permitted access.

Music Licences

The Hall has a combined Performing Right Society (PRS) and Phonographic Performance Limited (PPL) licence, which is now administered by the PRS. There is now no need for Hall users to obtain their own licence cover.
[The PRS licence is concerned with copyright music and protects the interests of composers, song writers and publishers.
The PPL licence is for recorded music played at Discos, Christmas Parties and Dances, and protects the interests of singers, musicians and record companies.]

Parking

During the day, vehicles should be parked only in marked positions and certainly not in positions that could obstruct emergency exits from the Hall or access by the Emergency Services.
Please consider whether you need to have a person controlling the car park to avoid danger to pedestrians, particularly if it is dark.
In the event that overnight parking has been agreed with the Village Hall Management Committee, no vehicles should be parked in bays adjacent to the Hall.

Safety

You are responsible for your own safety at all times, but especially when using or moving equipment in the hall, whether it be the property of the hall, or items which you have brought in for your event.
If you use the ladders, first make sure that you understand how to use them safely.
Please keep children out of the kitchen and limit the number of persons at any one time to four.
Make sure that all items such as chairs are safely stacked. Do not overload shelves.

Screen and Stand

A stand for a projector is kept in the storage room. The screen is pulled down with the pole kept in the right-hand corner of the hall. Please retract the screen carefully when you have finished using it.

Size & Numbers

The number of people that can be accommodated in the Hall is limited by our fire regulations. A maximum of 160 may be seated in rows in the Main Hall – see Notice Board for suggested seating arrangement that preserves a two-metre fire escape route.
For weddings and other events with tables, the number will be nearer 100, and must maintain the escape routes.
For all events, including jumble sales, it is essential that the escape routes are kept clear.

Sports Equipment

Sports equipment is owned by the user groups. Anyone else wishing to use it must make arrangements with the appropriate User Group and the Hall Committee.

Skittles. If you have arranged to use the skittles alley, you must ensure that you have been instructed in how to set up the alley and how to open the covers on the pit. At least two able-bodied persons are required for this.

Table Tennis. The table tennis tables stored within the marked area in the store room. Take care when moving and opening them

Stage

The stage area is to be accessed only if you have made a prior arrangement to use it.
Stage extensions are stored on the stage, and also within the marked area in the Store Room. It is anticipated that these will be used only by local groups. Assembly should be attempted only by someone who has experience of their use.
Unless the stage is being used, the stage stairs should be wheeled to the side against the wall.

Tables & Chairs

Meetings Room: 7 small tables, 1 large table, 33 chairs with brown seats.

Main Hall: 66 chairs with blue seats. Please use the two trolleys to move stacks of chairs as this helps to protect the floor - and your back!

Under-stage: at the left-hand side 17 large tables, 8 or 9 on the left with their legs facing to the left, and the other 8 or 9 on the right with their legs facing to the right. This is important to prevent damage to the tables when they are stacked & removed. Also under the stage are about 75 black unpadded chairs on a long trolley.

Utilities

The mains electricity switch and fuse box and the mains water stopcock are in the cupboard which is next to the door to the meeting room.

Windows & Doors

In the Meetings Room, be sure to close all windows before you leave.
In the Main Hall, the top windows can be opened by using the long pole from the front left-hand corner of the hall. This is not too easy, and closing the windows is tricky too. Get someone who knows what they're doing – it'll be your responsibility if you break one.
Doors can be wedged open temporarily, but must be closed on departure to comply with fire regulations.